

LINCOLN GARDENS OWNERS CORP. HOUSE RULES AS AMENDED 8/13/06

- (1) The public area of the building and grounds shall not be obstructed or used for any other purpose other than ingress and egress from the building.
- (2) Children shall not play in the public areas and shall not be permitted on the roof. Anyone caught walking or playing in the garden areas will be fined up to \$500.00.
- (3) No public area shall be decorated or furnished by any Shareholder in any manner without the prior consent of all the Shareholders to whose apartment such area serves as a means of ingress and egress, in the event of disagreement among such Shareholders, the board of Directors shall decide.
- (4) No Shareholder shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Shareholders. No Shareholder shall play upon or suffer to be played upon any musical instrument or permit to be operated a stereo or a radio or television loudspeaker in such Shareholder's apartment between the hours of ten o'clock p.m. and the following eight o'clock a.m., if the same shall disturb or annoy other occupants of the building.
- (5) Effective August 13, 2006, no construction or repair work or other installation is allowed without **WRITTEN CONSENT** of the Board of Directors. All construction or repair work must be submitted to the Management Office for Board of Directors review, prior to the start date of such construction. The submitted documentation must include a start date, anticipated completion date and a Contractors Authorization Form, completed by the Shareholder and the Contractor, as well as the proofs of Insurances. If work is performed **without** the proper documentation and written consent, the Board reserves the right to stop all work, and charged the Shareholder a fine up to **\$1,000.00**.

If the board of Directors determines that the nature of the proposed construction constitutes a "material" alteration to the apartment, no work will be allowed without proper Architectural drawings, as well as any necessary government permits, i.e., New York City Building Department Work Permits. **A deposit will be collected from any Shareholder who wishes to do "material" alterations of \$1,000.00.** The deposit will be refunded to the Shareholder at the completion of the work. However, **the Board of Directors reserves the right to forfeit any or all of the deposit if during the course of the construction the Contractor or Shareholder violates any of the rules governing apartment repairs and renovations covered under these House Rules or any other rules as outlined in the Proprietary Lease related to apartment repairs.**

Once all the proper paperwork has been delivered to the Management Office, the Board of Directors will review these papers within seven days. If the Board of Directors approves the request, a **WRITTEN CONSENT** will be issued to the Shareholder. This consent must be posted during the hours of the work on the front door of the apartment. If a city permit is required, this should be posted to the front door, as well as a copy being filed with the Management Office prior to work commencing. If the Board of Directors rejects the request, a **WRITTEN DENIAL OF CONSENT** will be issued to the Shareholder, which will outline the reasons for the rejection.

Once consent has been given to a Shareholder, work may begin. The Board of Directors reserves the right to inspect any work project within the complex during the course of construction, or direct either staff or management to do so. If it is determined that the scope of work being performed does not match the original request, then all work will be stopped immediately, and the Shareholder **will be fined up to \$1,000.00**. Also, consent will be withdrawn, and the Shareholder will have to resubmit the proper documents again.

The following rules must be adhered to at all times, or **work will be stopped and a fine up to \$1,000.00 will be issued:**

- (a) All construction or repair work must be performed between Mondays and Saturdays. **Absolutely no such work will be allowed on Sundays and legal Holidays.**
 - (b) All construction or repair work must be performed between the hours of **8:30AM to 6:00PM. Absolutely no such work will be allowed before or after these hours.**
 - (c) All construction debris must be removed by the contractor. No staff member will be allowed to remove and dispose of any construction materials, nor should any of this debris be left in the compactor rooms. If the contractor fails to take properly remove any construction debris, the Shareholder will be fined **\$500.00**.
 - (d) The Delivery doors must be used for all material deliveries, and removal of construction debris.
- (6) No Shareholder shall be allowed to either move-in or move-out furniture, appliances or personal articles other than during the hours between 8:30AM and 6:00PM, weekdays and Saturdays (not including legal Holidays),

except with prior approval of the Corporation or the managing agent. Any Shareholder observed violating this rule can be fined up to \$250.00.

- (7) No article shall be placed in the public areas nor shall anything be hung or shaken from the doors and windows, or placed upon the windowsills of the building.
- (8) No awnings or ventilators shall be used in or about the building except such as shall have been expressly approved by the Corporation or the managing agent, nor shall anything be projected out of any window of the building without similar approval, except air conditioning units, installed with the proper New York City coded brackets.
- (9) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Corporation or the managing agent.
- (10) No bicycles, scooters or similar vehicles shall be allowed to stand in the public areas.
- (11) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent, Corporation or managing agent of the building directs.
- (12) Toilets and other water apparatus in the building shall not be used by any purpose other than those for which they were constructed, nor shall any sweeping, rubbish, rugs or any other article be thrown into the toilets or other water apparatus. The cost of repairing any damage resulting from misuse of any toilets or other apparatus shall be paid for by the Shareholder in whose apartment it shall have been cause. Failure to properly notify the Corporation or its management of water leaks will result in the Shareholder being held liable for any damages or repairs later found necessary to correct the unreported problem.
- (13) No Shareholder shall send any employee of the Corporation out of the building on any private business of the Shareholder.
- (14) Shareholders **MAYNOT** keep cats, dogs or birds in the building without the written permission of the Corporation. If permission is granted, the Shareholder must properly register the animal with the management office, provide proof of shots and photo I.D. The Shareholder may keep such approved pet as long as the keeping of such pets does not interfere with the rights or convenience of the other Shareholders. In no event shall dogs be permitted in any of the public portions of the building, unless carried or on a leash. No pigeons or other birds or animals shall be fed from the windowsills, terraces, balconies or in the yard, court spaces or other public portions of the building, or on the sidewalks or street adjacent to the building. Any Shareholder observed by any member of the building staff, management or Landscaping Committee of the Board of Directors, allowing their dog to urinate/defecate in any of the common areas either inside if the buildings or outside within the garden areas, will be fined up to \$250.00 per incident reported.
- (15) No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the Corporation or the managing agent. No wires may be attached or hung from the exterior of the building for the purpose of providing a secondary telephone line.
- (16) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least 80% of the floor area of each room exempting only the kitchens, pantries, bathrooms, closets and foyers.
- (17) No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Corporation or its managing agent.
- (18) The Shareholder shall keep the windows of the apartment clean. In case of refusal or neglect of the Shareholder during 10 days after notice in writing from the Corporation or the managing agent to clean the windows, such cleaning may be done by the Corporation which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and the charge the cost of such cleaning to the Shareholder.
- (19) Complaints regarding the service of the building shall be made in writing to the Board of Directors of the Corporation.
- (20) Any consent or approval given under these House Rules by the Corporation shall be revocable at any time.
- (21) The agents of the Corporation, and any contractor or workman authorized by the Corporation, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects, or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the Corporation takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Shareholder, as additional rent.

- (22) There House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Corporation.

RECEIVED BY: _____

ADDRESS: _____

DATE: _____